

17 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

THROUGH : Chief, Classification and Wage Division

SUBJECT : Establishment of Foreign Documents Branch in CIA Library/OCD; and Establishment of Screening Section, Reports Branch/FDD.

REFERENCE : Memoranda to above addressees -- from Executive/OCD dated 14 July 1953, Subject: "Request for T/O Change"; and -- from AD/O dated 17 July 1953, Subject: "Foreign Documents Division T/O Deletion and Internal Reallocation of Positions".

1. Reference requests for T/O changes have been reviewed by the Management Staff and have been determined to comply with the DD/I's instructions regarding realignment of responsibilities for the Agency's foreign publications program as set forth in his memoranda to the AD/O and the AD/CD dated 10 April and 7 May 1953.

2. OCD has stated that the Foreign Publications Branch will perform all functions of the former Documents Control Branch/FDD except the screening of documents for intelligence potential. FDD has stated this screening function will be performed centrally in the Screening Section, Reports Branch/FDD for all Area Branches. This type of screening function has been defined by FDD as the preliminary selection of documents which have potential intelligence value, fulfill intelligence collection requirements, or refer to other documents with potential intelligence value. Operation on the above basis will not result in any duplication of screening effort.

3. When conditions set forth in paragraph 4 of reference memorandum from Executive/OCD have been met, a detailed study should be made of workload, procedures, and personnel requirements prior to submission of a final T/O request.

4. Approval is recommended.

Assistant Management
Officer (DD/T) Area

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17 July 1953

THRU : Deputy Director (Administration)
Classification & Wage Division, Personnel Office
Assistant Director for Operations

Foreign Documents Division T/O Deletion and Internal
Reallocation of Positions

REFER :

1. In a separate memorandum OCD has requested the transfer of 13 positions from the Documents Control Branch, FDD, to OCD with some of the Documents Control Branch functions.

2. To handle the functions to remain in FDD it is requested that the 8 remaining positions be established as a Screening Section under the Reports Branch, the only other service branch in the Division.

3. It is further requested that these positions be reclassified according to the following grade pattern:

<u>Job Title</u>	<u>Present</u>		<u>Proposed</u>	
	<u>Grade Series</u>	<u>Pos. No.</u>	<u>Grade Series</u>	<u>Job Title</u>
Intel Off	GS-132-11	K545.02	GS-132-12	Intel Off (Chief)
Intel Off	GS-132-11	K545.03	GS-132-11	Intel Off
Librarian	GS-1410-9	K822	GS-132-9	Intel Off
Doc Proc Off	GS-301-7	K551.02	GS-132-9	Intel Off
Doc Proc Off	GS-301-7	K551.03	GS-132-9	Intel Off
Librarian	GS-1410-7	K782	GS-132-9	Intel Off
Intel Clk	GS-301-5	K783	GS-132-9	Intel Off
Clk Typist	GS-322-3	K554	GS-301-4	Clk

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4. These requested changes have been discussed with Miss [redacted], Organization and Methods Service and Mr. [redacted], Classification and Wage Division.

17 July 1953
GEORGE G. CAREY

and initialed
Prepared by N. J. Bagnall
17 July 1953

(Hand carried by this Staff, at request of Bagnall, to Mr. Carey on 17 July, for this Staff, remainder sent to [redacted] on 17 July. [redacted] was notified that [redacted] and [redacted] had a copy)

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